



White Earth Reservation Tribal Council

P.O. Box 418
White Earth, Minnesota 56591
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CHAIRMAN

Terrance "Terry" Tibbetts

SECRETARY-TREASURER

Tara Mason

DISTRICT I

Steven "Punky" Clark

DISTRICT II

Kathy Goodwin

DISTRICT III

Eugene "Umsy" Tibbetts

White Earth Reservation Tribal Council Job Announcement

Position: Human Resources Trainer

Location: White Earth RTC

Pay: \$17.31/hr.

Benefits: Full

Open: 07-10-17

Close: 07-21-17

Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for providing companywide training to support and maximize the efficiency of the White Earth RTC and its entities.

- Formulate training programs that meet the needs of departments and employees for White Earth entities.
- Organize and record training data to ensure accuracy and consistency of employee development.
- Provide appropriate training to associates to ensure accurate information and provide educational opportunities for advancement.
- Establish and promote customer service to maintain a respectable environment for both internal and external customers.
- Coordinate and schedule training to meet the needs of White Earth employees.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Human Resources department.
- Knowledge of and ability to apply policies and procedures.
- Knowledge of and ability to work with audio/visual equipment.
- Skilled in motivating individuals.
- Skill in personal computer and related software such as Microsoft Office (Word, Excel, Outlook), and internet.
- Ability to effectively communicate, orally and in writing with co-workers, staff and administration.
- Ability to understand and explain ideas and concepts.
- Ability to recognize learning styles.
- Ability to speak in front of large groups.

Qualifications:

- **AA Degree in education, business, human resources, or related field preferred.**
- **Minimum of two (2) years in a trainer position and/or curriculum development.**
- **Valid Driver's License and insurance for travel between sites and other related businesses.**
- **Must be able to pass a drug screening at hire and throughout the year.**

Mail Applications to:

White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference.

A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment.